

CLASSIFICATION SPECIFICATION FOR: COMMUNITY SERVICES DIRECTOR

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

The Community Services Director is in charge of the Town's Community Programs and Services. Incumbent works under the administrative direction of the Town Manager. Directs and supervises the work of a small clerical and paraprofessional staff.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Provides technical advice on matters related to community programs to the Town Council, Town Manager, community Services Commission, Youth Advisory Commission, Arts Commission and other Town department heads.
2. Responsible for organization, administration and implementation of all department operations and programs.
3. Represents the Town in transactions with other governmental agencies, with public and private organizations, and with the general public.
4. Serves as contract administrator with non-profit agencies receiving Town funds.
5. Prepares reports and recommendations for various commissions and Town Council.
6. Prepares and administers departmental budget.
7. Recommends and prepares submittals for State and Federal grants.
8. Promotes public understanding of the Town's community services.
9. Supervises and trains departmental staff.
10. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Bachelor's Degree in Public Administration, Urban Planning, Social Science or a related field or equivalent education or experience.
- Evidence of increasingly responsible work experience in a related area at the municipal level.
- Supervisory experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Current principles and practices of public administration, urban planning and social services.

Ability to:

- Communicate effectively in both oral presentations and in the preparation of written materials.
- Select, train and supervise employees.
- Work effectively with other Town departments and the public in general.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Master's Degree in a related field.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employees work indoors in a computerized office environment, in direct contact with other Town personnel and the public.

FLSA: Exempt

PROPERTY INTEREST:

This is a management, at-will position.

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